

CITY OF MILWAUKIE

CLASSIFICATION: *Property Room Technician*

Department: Police Job Code: Grade Number: 70
Division: Field Services Location: PSB Union: MPEA

Description: Performs a variety of duties related to obtaining, securing, recording and disposing of property and evidence; receiving forensic evidence, taking photographs of crime scenes and data entry. Provides customer service to both internal and external customers in person and on the telephone; gathers, prepares and inputs data; prepares correspondence; proofreads and edits information; retrieves files, and performs a variety of related clerical tasks in assigned area of responsibility.

Duties and Responsibilities: (Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed, however, these examples do not include all the tasks which an employee may be expected to perform.)

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Receive, inventory, store and maintain custody over property and evidence; responsible for disposition of all property and evidence including money, narcotics, weapons and paraphernalia according to written policies, procedures, laws and court orders.
2. Marks and stores all evidence in an orderly manner for quick retrieval; documents all handling of evidence and property; maintains activity logs and generates reports as needed.
3. Researches and tracks case dispositions for disposal and release of evidence and property; upon notification of case closure from appropriate authority, destroys or disposes of evidence and property, or returns to owner.
4. Maintains property room log book and inventory listing; verifies completeness of reports and case documentation; conducts regular inventory of evidence room and property.
5. Communicates with owners of property and answers citizen inquiries and complaints regarding property dispositions.
6. Maintain records on all transactions made on property and evidence such as release of evidence to an officer for court; transport evidence to and from crime labs and other law enforcement agencies.
7. Enter departmental records and property control information to computer and Law Enforcement Data System using word processing and computer input skills.
8. Coordinate with the public, district attorney, courts and other law enforcement personnel to ensure proper disposition of all property and evidence according to the law; coordinate necessary personnel coverage to facilitate disposition of such property.
9. Present evidence to attorneys, crime victims, suspects and investigators upon receipt of proper authorization from courts; testify in court as to the preservation of the chain of evidence.
10. Assist police officers on search warrants and crime scenes to package, tag and record evidence.
11. Responsible for developing safe work habits and contributing to the safety of self, co-workers and the general public.

Job Specifications: (Job preparation and prior work experience requirements are minimum standards. Other equivalent combinations of education, training and experience will be considered.)

1. **Job Preparation:**

a) Education:

- i) High School diploma or GED equivalent, and one (1) year experience in law enforcement property or records management.
- ii) Two years of general office, communications, or records management experience.
- iii) Any equivalent combination of education and experience.

2. **Prior Work Experience:**

a) Necessary Knowledge, Skills and Abilities:

- i) Knowledge of receiving and storing evidence and property; knowledge of property laws, preservation and handling of evidence; knowledge of proper handling of weapons; knowledge of recordkeeping procedures and requirements;
- ii) Knowledge of Police Department administrative procedures.
- iii) Knowledge of the principles of record keeping and records management.
- iv) Skill in packaging and organizing numerous items of evidence in an orderly fashion for storage and retrieval.
- v) Skill in maintaining accurate evidence records and generating special and periodic reports.
- vi) Skill in following and effectively communicating verbal and written instructions.
- vii) Thorough knowledge of office practices, procedures and equipment.
- viii) Knowledge of standard business English composition, spelling, grammar and punctuation.
- ix) Advanced level knowledge of work processing, database and spreadsheet software.
- x) Ability to learn and apply the applicable laws, ordinances, and department rules and regulations and principles and techniques.
- xi) Ability to enter data with a high degree of accuracy.
- xii) Ability to prepare complex reports, correspondence, and records.
- xiii) Ability to work independently, prioritizing multiple tasks to meet deadlines while maintaining accuracy and attention to detail.
- xiv) Ability to establish and maintain effective working relationships and work as a team member.

SPECIAL REQUIREMENTS:

(A) Must possess, or be able to obtain by time of hire, a valid Oregon or Washington State Driver's License;

(B) Must be able to pass the department's and Department of Public Safety and Standards (DPSST) security clearance standards including review of driving record to become LEDS certified.

Must be LEDS and Portland Data System (PPDS) certified at time of hire or obtain certification within six (6) months of hire.

May require the person to obtain a Public Notary Commission within six (6) months of hire.

- 3. **Tools and Equipment Used:** Computer and printer, fax machine and copy machine; computer software including MS based word-processing, spreadsheet, and database, LEDS NPDS and other law enforcement databases, and telephones.
- 4. **Supervision:** This position does not provide supervision to any other staff. Receives direction from the Chief, Captain and/or Detective Sergeant.
- 5. **Communication:** Has frequent communication with the public, and law enforcement personnel from both the City and other agencies. The communications are often confidential and will have access to confidential materials and communications.
- 6. **Cognitive Functions:** The work is performed with a high level of independence using established and known procedures with some latitude. Problems needing resolution are of moderate difficulty with precedent available. There is a moderate degree of complexity with decision making.
- 7. **Physical Conditions:**
 - a) **Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- i) While performing the duties of this job, the employee is frequently required to sit, talk, and hear. The employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms. The employee is regularly required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.
- ii) The employee must occasionally lift and/or move up to 50 pounds. The employee may occasionally be required to assist another person when lifting items in excess of 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

b) Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- i) While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals bloodborne or airborne pathogens, extreme cold, extreme heat, and vibration.
- ii) The noise level in the work environment is usually quiet to moderately noisy.

8. Resource Accountability: This classification may make budgetary recommendations and is accountable for control of considerable inventory resource.